

Deepti Agrawal

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Professional Synopsis

Growth oriented and skilled **Human Resource Professional** with over 7+ years of specialized experience in Talent acquisition. Proficient in Leadership Hiring, Lateral hiring, Campus hiring, Niche hiring & Stake holder management, handling end to end of Recruitment function.

Core Competencies

Recruitment Planning	IT recruitments	Sourcing Strategy	Social Networking
Campus Recruitment	ATS - Ceipal	Leadership Hiring	Stake Holder Management
Team Management	Lateral Hiring	Employee Referral	Orientation & Onboarding
Interviewing Skills	Negotiation Skills	Volume Hiring	MS Office Tools

Work Experience

Organization	Designation	Location	Tenure
Tech Mahindra	Business Associate	Noida	March 2021– Till Date

Roles and Responsibilities:

Having more than 7+ years of experience in the field of recruitment.

- Working as an individual contributor who can source profiles for all kind of requirements from generic to niche.
- Involved in the end-to-end recruitment process.
- Involved in the detailed discussion with technical person and with Workforce management group to understand the requirement.
- Involved the sourcing of the profiles through job portal, social media platform and in internal database.
- Involved in the scheduling of the candidate for interview (telephonic, face to face or video)
- Involved in the stakeholder management for the complete Business unit
- Involved in the CTC negotiation for the selected candidate and doing the constant follow-up till the candidate is onboarded.
- Maintaining daily/weekly/monthly reports such as interview status reports, closure reports and feedback k reports.
- Regularly follow up candidates for updates on job search, interviews, and skills. Maintained rapport with active candidates.
- Get on all sourcing techniques including internet Job Boards, LinkedIn Recruiter, networking, referrals, headhunting and cold calling.

- Working for the clients like **Assurant, Eastspring, Rakuten, JNL, Primerica, GAI** and many more for the skills like **Cloud Architects, Chaos Engineer, Automation Test Engineers, Java Full Stack Developers, Front End and Backend Developers**.
- Involved in internal and external lateral hiring for the Tech Mahindra.

Organization	Designation	Location	Tenure
Tekishub Consultant Pvt Ltd	Staffing Specialist	Noida	January 2019 to February 2021

Roles & Responsibilities:

- Experienced in full life cycle of recruitment which includes managing the recruiting process from requisition initiation, sourcing, screening, salary negotiation and qualifying for final submission to Management, acceptance of offer and final placement.
- Working as an individual contributor who can source profiles for all kind of requirements from generic to niche.
- Individual contribution - Gathering requirements from the clients, analyzing the requirement with them to assess the exact requirement with respect to technology, hiring location, level of hiring, deadline, number of resources required, and expertise expected of the resource, etc.
- Educating assigned vendors with the technical requirements of each process and driving them to source appropriate profiles. This would necessitate initiating a hiring plan, thereby grooming them to match profiles for the requirements.
- Regularly follow up candidates for updates on job search, interviews, and skills. Maintained rapport with active candidates.
- Conduct phone screens provide candidate assessments and recommend viable candidates to hiring manager for further consideration.
- Coordinating with candidates and scheduling interviews for short-listed candidates. Thereafter extend verbal offer, manage pre-hire onboarding process and maintaining good relationship with candidate till their joining.
- Edited and reformatted resumes as necessary, adding relevant key words and skills to increase candidates match with client positions. Maintained, organized and developed databases simultaneously.
- Worked with clients like **Publicis Sapient, Accenture, Oracle, Adobe** and many more for the skills like **DevOps Engineers, Oracle ERP Consultant, Data Engineers, Opensource backend Developers, Dot Net Developers, Pyspark Consultants, Datawarehouse Engineers, ETL Tester** Etc.
- Specialized completing the tasks in short time span.

Organization	Designation	Location	Tenure
UnionSys Technologies	IT Technical Recruiter	Pune	March 2016 to April 2018

Roles & Responsibilities:

- Handling complete end-to-end recruitment process.
- Getting the requirement from the Business Lead analyzing the requirement with them to assess the

exact requirement with respect to technology, deadline, number of resources required, and expertise expected from the resource, etc.

- I have worked specifically for the **Oracle demands with the Indian and UAE clients.**
- The demand I have handled here are **Oracle Consultants Functional and Technical, Data Engineers.**
- The Clients I have worked for **Intuit, PWC, Covalence** ETC.
- Identifying Talent through various sources such as Job portals, Internal Database, employee referrals and Networking.
- Very well versed in doing Job Posting and sending mass mailers through the Job portals and Free Job Posting Sites.
- Screening and Scrutinizing Resumes & identifying prospective candidates.
- Conduct initial short listing of the candidate by evaluating him/her through telephonic interview for the client.

technical skills, communication, stability, confidence, suitability to the project and fitment to the company.

- Initial assessment of candidates' technical proficiency by making use of preliminary questions provided by the technical panel.
- Schedule & co-ordinate technical interview with the hiring managers
- Creating Offer Letters and follow up with the selected candidates and keeping them warm till their actual joining. Co-ordinate walk-in interviews.
- Responsible for database maintenance for each requirement.
- Handling clients such as EBM, Think palm, Samsung, Disys, Carbyne Tech.

Organization	Designation	Location	Tenure
Simtech India Pvt. Ltd	HR Executive	Hyderabad	Feb 2014 to June 2015

Roles & Responsibilities:

- Identifying the candidates' suitability for the requirement on the basis of mapping of the profiles with the job criteria. Filtering through and review the profile/resume and evaluating applicant's work history, education and training, job skills, desired salary and personal qualifications against open requirements.
- Sourcing of quality profiles from various channels - Consultants, Employee referrals, Job portals, Institutes, etc.
- Identifying the candidates' suitability for the requirement on the basis of mapping of the profiles with the job criteria. Filtering through and review the profile/resume and evaluating applicant's work history, education and training, job skills, desired salary and personal qualifications against open requirements.
- Sourcing and Screening resumes, scheduling interviews (Telephonic, Skype interview and Face to Face Interviews) for short-listed candidates, collecting detailed feedback from interviewer and updating each process on recruitment tool and maintaining MIS Hiring Tracker.
- Doing the Initial Screening Process to have a check on communication skills of the Candidate, technical skills and shortlist the Profile.
- Scheduling Interview for the Candidate and do follow up till the candidate attend the Interview.
- Keeping track till closing the Position and keep the track till the candidate joining.
- Collecting the required documents from candidates, verifying gaps, submitting joining documents to the team.
- Full Utilization of Resume Database, Job Portals and Internal references in order to provide quality resources. Handling and solving queries of the candidates.

Clients Handled: Accenture, Tech Mahindra, Aricent Technology, Samsung and Capgemini, Publicis Sapient, UAE clients.

Academic Credentials

Qualification	University/Board	Year of Completion
MBA (HR & Finance)	RDVV Jabalpur MP	2013
BSC (Microbiology)	RDVV Jabalpur MP	2009

“Qualified for Assistant Professor”

Declared by UGC at December 2018 NTA UGC NET (Labour Welfare) Examination.

(UGC NET Percentile score 97.1876 and Aggregate Score 61.00%)

“Qualified for Assistant Professor”

Declared by UGC at December 2019 NTA UGC NET (Management) Examination.

(UGC NET Percentile score 99.00 and Aggregate Score 53.33%)

Software Orientation:

- Microsoft Office
- Microsoft Excel
- MS PowerPoint
- Job Portal – Naukri, Social Network, Linked In, Monster, Internal Referrals, External Vendors, Existing database, etc.

Declaration: I hereby declare that all the details furnished above are true to the best of my knowledge.

Place : MP
Date : 14/02/2024

Deepti Agrawal